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1. (Amended) A guide tool of solid composition for organizing and identifying a plurality or pluralities of wires or cables, said guide tool comprising:

(a) an arched opening at ~~the bottom~~ an edge of said guide tool;

(b) a plurality of openings arranged in a spaced apart curvilinear relationship; and

(c) a concavity in said solid composition,

wherein said arched openings, said plurality of openings, and said concavity are spatially arranged on said solid composition so that a plurality of wires or cables may temporarily be inserted through said plurality of openings and that said guide tool may be moved along said plurality of wires while a bundle of wires or cables may simultaneously pass through said arched opening.

2. (Amended) The guide tool claimed in Claim 1, wherein said plurality of openings are arranged on a curve ~~with its center of curvature~~ substantially in alignment with ~~the center of~~ said arched opening.

3. (Original) The guide tool claimed in Claim 1, wherein said guide tool is substantially square in shape.

4. (Cancelled).

5. (Original) The guide tool claimed in Claim 1, wherein each said opening has a sufficient diameter such that a cable or wire may pass therethrough.

6. (Cancelled).

7. (Amended) The guide tool claimed in Claim 1, wherein said arched opening is ~~the shape of~~ a half-circle and is large enough to allow a bundle of wires or cables to pass through.

8. (Cancelled).

9. (Original) The guide tool claimed in Claim 1, wherein said concavity in said solid composition is located between said arch and said openings.

10. (Original) The guide tool claimed in Claim ~~9~~ 1, wherein said concavity is a supporting means for said guide tool.

11. (Amended) The guide tool claimed in Claim 1, wherein said solid composition is made of a strong, flexible material~~, such as plastic~~.

12. (Amended) A process for managing and organizing a plurality or pluralities of wires or cables, said process comprising the steps of:

(a) providing a guide tool of solid composition for organizing and identifying a plurality or pluralities of wires or cables, wherein said guide tool comprises an arched opening at ~~the bottom~~ an edge of said guide tool, a concavity in said solid composition, and a plurality of openings arranged in a curvilinear spaced apart relationship on said guide tool;

(b) placing an initial plurality of wires or cables through said plurality of openings in said guide tool;

(c) pulling said initial plurality of wires or cables through said plurality of openings a ~~predetermined~~ distance;

(d) sliding said guide tool along said initial plurality of wires or cables such that said initial plurality of wires or cables passes through said plurality of openings in said guide tool; and

(e) removing said initial plurality of wires or cables from said plurality of openings of said guide tool.~~;~~

13. (Original) The process claimed in Claim 12, wherein after placing said initial plurality of wires or cables through said openings, each opening contains up to one wire or cable and unused openings remain empty.

14. (Amended) The process claimed in Claim 12, wherein after step (e), the following steps are included:

(f) placing a subsequent plurality of wires or cables through said plurality of openings in said guide tool;

(g) pulling said subsequent plurality of wires or cables through said plurality of openings a ~~predetermined~~ distance;

(h) sliding said guide tool along said subsequent plurality of wires or cables such that said subsequent plurality of wires or cables pass through said plurality of openings on said guide tool; and

(i) removing said subsequent plurality of wires or cables from said plurality of openings of said guide tool.

15. (Original) The process claimed in Claim 14, wherein after placing said subsequent plurality of wires or cables through said openings, each opening contains up to one wire or cable and unused openings remain empty.

16. (Original) The process claimed in Claim 14, wherein said process includes securing said initial plurality of wires or cables in a bundle as said guide tool slides along said initial plurality of wires or cables.

17. (Amended) The process claimed in Claim 14, wherein said process includes:

a) Assigning an identifying number to each wire in said initial or subsequent plurality of wires that corresponds to the location in the building from which the cable originated; and

b) providing a means for maintaining the assigned identifying number of each wire in ~~identity of~~ said initial or subsequent plurality of wires or cables~~, which have a unique identity and which can be ordered according to their identity~~.

18. (Amended) The process claimed in Claim 17, wherein said process includes placing said initial or subsequent plurality of wires or cables through said plurality of openings such that the lowest numbered wire or cable, according to the assigned numerical identity of said wires or cables, is placed through ~~either the leftmost or rightmost~~one of the openings of said plurality of openings and each next consecutively ~~ordered~~ numbered wire or cable is placed through each next consecutive opening in the plurality of openings in numerical order until all wires or cables have been placed through said plurality of openings in said guide tool.

19. (Original) The process claimed in Claim 18, wherein said process includes removing said initial or subsequent plurality of wires or cables from said openings of said guide tool such that the wire or cable located in either the leftmost or rightmost opening in said guide tool is removed first and each wire or cable located in each next consecutive opening is removed in order until all of the wires or cables have been removed from said guide tool.

20. (Amended) The process claimed in Claim 16, wherein said process includes guiding said subsequent plurality of wires or cables with said guide tool such that said subsequent

plurality of wires or cables is guided substantially along ~~the same path as~~ said bundle of said initial plurality of wires or cables.

21. (Original) The process claimed in Claim 20, wherein said process includes sliding said guide tool such that said bundle of said initial plurality passes through said arch of said guide tool.

22. (Original) The process claimed in claim 21, wherein said process includes securing said subsequent plurality of wires or cables around said bundle of said initial plurality of wires or cables as said guide tool slides along said subsequent plurality of wires or cables.

23. (Original) The process claimed in claim 22, wherein said process includes repeating said process for any remaining plurality or pluralities of wires or cables.